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25 OCT 1963

DISTRIBUTION TO: Chief, Logistics Services Division, OS

Unter, Physical Security Division, OS

SUBJECT: Request for Secure Area - Room GS-0915, Headquarters Building

1. The Documents Support Section, Administrative Staff, Office of Research and Reports is physically located in rooms GS-0915 (secure area) and GS-0915, Headquarters building.
2. The Documents Support Section is responsible for distributing incoming and outgoing intelligence information and administrative material for all OMR components, and maintaining essential security features and controls for intelligence information.
3. It is requested that room GS-0915 be converted to a secure area to eliminate (a) the necessity of securing into safes approximately 250-300 classified (thru SECRET) CIA, State, Army, Navy, and DIA cables each day, (b) securing into safes classified (thru SECRET) reproduced copies of documents for distribution to OMR components which have been reproduced on a 914 Xerox machine that is physically located in room GS-0915, and (c) securing classified (thru SECRET) documents into safes that are still on hand at the end of each work day that are to be reproduced on the Xerox machine.
4. When room GS-0915 is converted to a secure area two four-drawer safes, legal size with combination locks will be released and returned to supply channels, Office of Logistics.
5. If any additional information is necessary in regard to this request, please contact [redacted]

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FOR THE ASSISTANT DIRECTOR, RESEARCH AND DEVELOPMENT

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Unter, Administrative Staff

## Distribution:

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St/A/ER [redacted]

(24 October 1963)

GROUP 1  
 Excluded from automatic  
 downgrading and  
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